

CERTIFICATION PAGE

Statement regarding expenditure of funds:

I agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application and agreed to in the grant agreement, and that any changes in the submitted plan of work and/or budget will be submitted in writing to the grants office for approval in advance.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures governed by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as specified in the grant agreement. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

Signature of Circuit Court Clerk

Typed or Printed Name of Circuit Court Clerk

Locality

Date